



## **LEGAL ASSISTANT**

### **County Attorney's Office**

### **OPEN POSITION**

This is a full-time position working 8:30AM to 5PM, but may, on occasion require longer hours. Wage is commensurate with education and experience.

#### **POSITION PROFILE**

Under general supervision from the County Attorney, performs a variety of duties; ranging from routine secretarial work to specialized paralegal functions of public prosecutor and public attorney's office.

#### **Incumbent duties include, but are not limited to:**

- Performing routine clerical duties, including the duties of searching files, filing, sorting and distributing mail, answering telephone, relaying messages and receiving, storing, and distributing supplies;
- Performing receptionist duties and provides information of a general nature to the public and refers to County Attorney or appropriate County Office requests for specific information;
- Performing office tasks such as scheduling appointments, providing information to callers, composing and typing routine correspondence, and reading and responding to incoming mail;
- Preparing and processing reports, including police reports;
- Preparing basic charging documents, answers Discovery requests, prepares subpoenas, arrest warrants, jury instructions, orders, restitution documents, letters to victims, answers requests for information from Board of Pardons;
- Preparing a variety of criminal legal documents for the County Attorney, and prepares Court Orders for the District Court, and other Courts upon request;
- Organizing and calendars work load and the schedule of the County Attorney; and
- Maintaining and organizing the County Law Library; and
- Ensuring proper indexing and filing of original legal documents.

#### **MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

- Associates degree preferred in a related field or equivalent experience; and
- One (1) year work experience.
- Bilingual Spanish helpful, but not required.

Must pass complete background check and drug testing.

#### **CERTIFICATIONS AND/OR LICENSES**

Valid Utah Driver's License along with clean motor vehicle record.

#### **APPLICATIONS**

County website at <http://duchesne.utah.gov>

Via email: [myergensen@duchesne.utah.gov](mailto:myergensen@duchesne.utah.gov)

In person: Duchesne County Administrative Office Building,  
734 N Center St, Monday through Friday 8:30 AM - 5:00 PM

By Mail: ATTN: Human Resources: Duchesne County Administrative Office Building  
P.O. Box 346, Duchesne, Utah 84021-0346

**DUCHEсне COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND  
IS COMMITTED TO EMPLOYING A DIVERSIFIED WORKFORCE.**